SelfCheck™ System

Model 6210/7210

Staff Guide

3M Library Systems

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Safety and Standards

Please read and understand all safety information before operating this equipment.

Intended Use

The 3M™ SelfCheck™ System allows library patrons to check out and check in library items on their own. The library items must have bar codes attached that can be read by the scanner. The system performs check-in and checkout procedures through communication with the automated circulation system (ACS) interface module.

This product has not been tested or proven safe for uses other than those stated above.

SelfCheck System Operations

The SelfCheck system is designed to process library items for check-in or checkout. The SelfCheck system allows you to perform the following tasks:

- Check-in and check-out (includes securing/unsecuring and sending item IDs)
- Offline Processing (when the automated circulation system (ACS) is not operational)
- Receipt Printing

Please review this guide before you begin using your SelfCheck system.

Automated Circulation System (ACS) Provisions

Make certain that you have acquired an automated circulation system (ACS) server and a license for each SelfCheck system, and that the server is properly installed and configured prior to installation of the SelfCheck system.

Warning Statements and Safety Instructions

Explanation of Labels and Symbols

Refer to accompanying documents.

Risk of electric shock. Refer all servicing to manufacturer.

WARNING

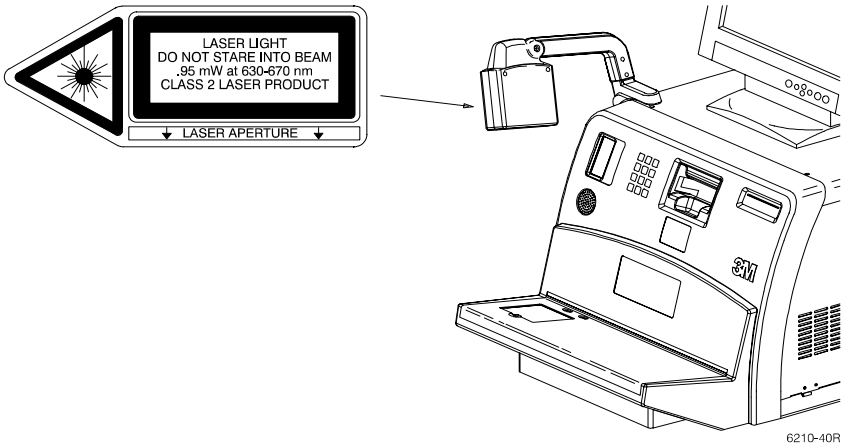
This equipment contains high voltage. Do not remove protective panels. Only 3M factory-trained technicians should service this equipment.

CAUTION

Using controls or adjustments, or performing procedures other than those specified herein may result in hazardous laser light exposure.

CAUTION

This product contains laser devices. Do not allow the scanner laser beam to reflect off a shiny, mirror-like surface into anyone's eyes. Observe the labels on the unit.



Note: Barcode laser power up to .95 mW with an average power of 3.9 µW at 630 to 670 nm could be emitted onto the book cradle

⚠ CAUTION

Assembled unit weighs 125 lbs. [56,8 kg]. Do not attempt to lift assembled unit alone.

⚠ CAUTION

Never lift unit from the front. Lifting from the front may cause the coil assembly to break and falling parts may cause injury.

⚠ CAUTION

Danger of explosion if internal battery is incorrectly replaced. Replace only with the same or equivalent type recommended by the manufacturer.
Dispose of used batteries according to the manufacturer's instructions.

Label Locations

FCC ID: DGF-DSS7210
This device complies with part 15 of the FCC Rules.
Operation is subject to the following two conditions:
This device must not cause harmfull interference, and
This device must accept any interference received, including intereference that may cause undesired operation.

Canada: TBD
This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

Cet appareil numerique de la classe A respecte toutes les exigences du Reglement sur le materiel brouilleur du Canada.

Model 7210 Digital SelfCheck™
100 - 120V~
50/60 Hz
3 A

S/N 7210XXX

CE 0678
I.T.E.
Listed
4P24

3M Library Systems
St. Paul, Minnesota 55144-1000

Serial Number

The serial number (S/N 7210XXX) is listed on the lower label on the back of the SelfCheck™ System.

EMC Compliance USA and Canada

FCC Radio Frequency Rules and Regulations

This equipment has been tested and found to comply with the limits for a Class A device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can emit radiated radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications.

Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at their own expense.

NO MODIFICATIONS. Modifications to this device shall not be made without the written consent of The 3M Company. Unauthorized modifications may void the authority granted under Federal Communications Commission Rules permitting the operation of this device.

FCC Intentional Radiator Certification

FCC ID: DGF-LSD7210

This equipment contains an intentional radiator approved by the FCC under the FCC ID number shown above. This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

NO MODIFICATIONS. Modifications to this device shall not be made without the written consent of The 3M Company. Unauthorized modifications may void the authority granted under Federal Communications Commission Rules permitting the operation of this device.

Industry Canada Radio Frequency Rules and Regulations

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Regulations.

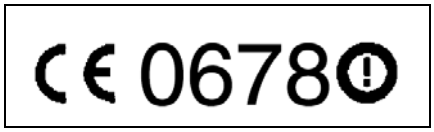
Cet appareil numerique de la classe A respecte toutes les exigences du Reglement sur lemateriel brouilleur du Canada.

CANADA: Pending

Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference received, including interference that may cause undesired operation of the device.

EMC Compliance Europe

This equipment complies with the requirements of the RTTE and EMC directives.



Australia

This unit complies with the EMC requirements for Australia.

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License Key Information

The SelfCheck™ System requires a license key before it can be operated. The license key also enables the options that are purchased separately from the system. Options for the SelfCheck system include:

- Video Check-in/Checkout Unit (VCU)
- Magnetic Stripe Card Reader
- Check-in
- Multiple Languages (up to four)
- Smart Card
- Store and Forward
- Patron Selectable Check-in/Checkout

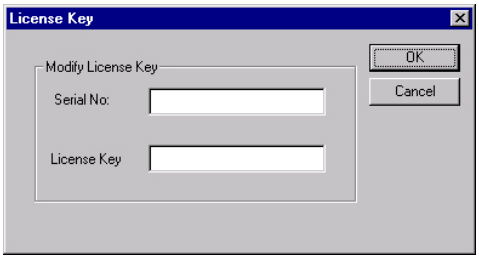
Enable the SelfCheck system by performing the following procedure:

1 Select **License Key** from the **Configure** menu.

2 Enter the serial number from the back of the SelfCheck system in the **Serial No.** field.

3 Enter the license key from the certificate included with the SelfCheck system in the **License Key** field.

4 Click **OK** to enable the SelfCheck system.



License Key window

Record your license key here:

License Key: _____

Be sure to keep your license key certificate in a secure location.

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Quick Reference Guide

SelfCheck™ System Overview

Welcome to the 3M™ SelfCheck™ System!

Please take the time to read through this guide to help you understand how your SelfCheck system works. Keep it accessible when the system is in use. It will serve as a reference guide when questions arise.

The SelfCheck system allows library patrons to check out books on their own. The system emulates the check-in and checkout procedures performed by a librarian. Also, the system can operate in Off-line mode, independent of the library's automated circulation system (ACS).

The system can be configured with a barcode reader that identifies materials being checked out of the library and sends that information to the library's circulation database. A desensitizer unit then desensitizes the detection strip placed in or on the material.

SelfCheck systems can read most bar code formats used by libraries throughout the world. The SelfCheck system bar code scanner can read up to eight different bar code formats. Codabar and Code 39 are the most common formats used in libraries.

Online Documentation and Training

The SelfCheck Manager CD has extensive online documentation and computer-based training. The information you need is factory-loaded onto the SelfCheck system's internal computer.

Online Help

The SelfCheck Manager CD contains extensive online assistance that covers procedures, troubleshooting, and reference material.

Preparing Your Library for Patron Self-service Check-out

A number of requirements must be met for the installation and operation of the SelfCheck system. These requirements include adequate space and environmental conditions, electrical power connection, connection to the automated circulation system (ACS), and staff training.

Installation Checklists

Before installation can occur, personnel in your library will be asked to fill out the SelfCheck™ System Checklist. Use the following checklist to prepare for SelfCheck system installation:

- **SelfCheck System Checklist** – This document is used to provide information to 3M personnel about the specific needs of your library pertaining to the SelfCheck system. This document includes the general pre-installation requirements.

You will also receive a **System Administrator's Packet** that is used to provide technical information needed to set up communication between your circulation system and the SelfCheck system.

Staff Preparation and Training

The introduction of patron self-service will fundamentally change how your library circulates items. Since patrons will be able to process their own routine checkouts, your staff will have more time to respond to patrons with more complicated checkout problems or information requests. Because the new system will affect the nature of their work, the entire library staff should be involved in the preparation for installation. The staff will help to identify the library functions that can be enriched with the added resources and time made available by the SelfCheck system.

A key element of any media loss prevention effort is a successful staff training program. Your SelfCheck system will be much more effective with the active cooperation and participation of your entire library staff. We recommend that you use the operator guides provided with the system as texts for periodic formal security training.

Preparing Library Patrons for the SelfCheck System

To prepare library patrons for using the SelfCheck system, thoroughly review the SelfCheck system documentation. Then, consider scheduling patron orientation sessions to demonstrate the operation of the system. Demonstrate each different process for checking in and checking out items from your library. For example, using the Video Checkout Unit (VCU) to checkout videos.

A librarian may need to monitor the new machines to offer assistance to patrons who are unfamiliar with the system for an extended period of time.

Site Planning

1 Verify there is a table or cabinet with an adequate work surface for the SelfCheck™ System. The recommended size is:

- Height: approximately 39 in. [990 mm]
- Width: 30 in. [762 mm]
- Depth: 33 in. [838 mm]

To prevent interference with the scanner laser light, never install the SelfCheck system in an area where ambient light brightness exceeds that of the laser, or where it could be exposed to direct sunlight.

2 Verify power is available within 3 ft [914 mm] of the SelfCheck system.

SelfCheck System Specifications

Physical Characteristics

Height	32 inches [835 mm]
Width	22 inches [635 mm]
Depth	31.5 inches [815 mm]
Weight	125 lbs. [56,8 kg]
Shipping Weight	218 lbs. [99 kg]

Operating Environment

Temperature	50º to 104ºF [10º to 40ºC]
Humidity	20 to 80%

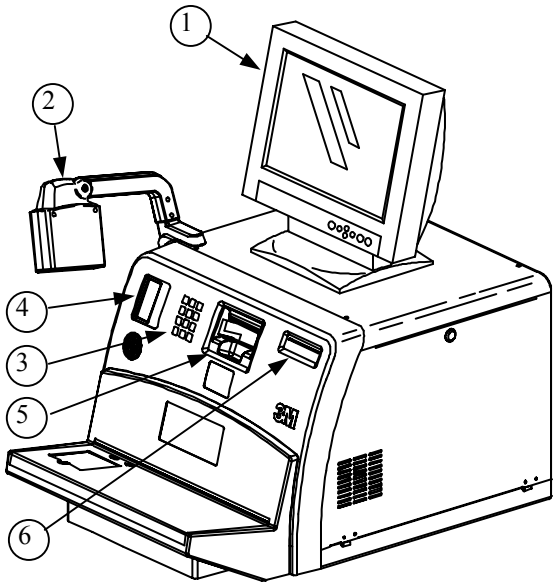
System Power Requirements

Voltage	100-120/200-240 VAC
Amperage	4.0/2.0 Amps
Frequency	50/60 Hz
Phase	Single
Power	200 Watts

Components

The SelfCheck™ System consists of the following components:

- (1) Color Monitor
- (2) Bar Code Scanner
- (3) Keypad
- (4) Magnetic Card Reader (optional)
- (5) VCU (Video Checkout Unit)(optional)
- (6) Receipt Printer (built-in paper cutter optional)
- Multiple Book Detector (MBD) (internal)
- Desensitizer (internal)
- Network Interface Card (internal
- Digital Identification (internal)



The 3M SelfCheck System

Color Monitor

A color monitor mounted on top of the SelfCheck system displays graphic instructions, diagrams, and information to guide the patron through the operation of the SelfCheck system.

Bar Code Scanner

Your SelfCheck system may use one of two types of scanners, depending on the configuration of the SelfCheck system and the placement of bar codes on your library items. A visible single-line scanner reads perpendicular bar codes. The scan line should be visible whenever the system is on. An 8-line raster scanner with an approximately 1-inch wide read area reads parallel bar codes.

A status LED is mounted on top of the scanner. The LED is visible through the observation hole in the scanner housing. When a good bar code reading occurs, the LED changes from orange to green. When a bad bar code reading occurs, the LED changes from orange to red.

Keypad

The keypad is a standard module that is used primarily to enter personal identification numbers (PINs). PINs can only contain numeric data (0 through 9).

The keypad may also be used by the library staff to select certain administrative or diagnostic functions. It has 12 keys styled after the standard touch-tone telephone keypad (including * and # keys).

Magnetic Card Reader

The magnetic card reader can read magnetic stripes that conform to the ABA (American Banking Association) industry standard. It can read both numeric and alphanumeric data from the magnetic stripe if the data is recorded on track 1, track 2, or track 3. Typically, alphanumeric data is recorded on track 1, numeric data is recorded on track 2, and alphanumeric data is stored on track 3. The default selection for SelfCheck™ System operation is track 1.

VCU (Video Checkout Unit)

The Video Checkout Unit (VCU) is designed to allow patrons to check in and check out their videotapes. To be checked in or checked out successfully, videotapes must have a bar code applied near one end of the cassette. To be properly sensitized or desensitized, a 3M™ DVM-1 Security Strip must be applied to the spine of the cassette. Refer to the 3M™ DVM-1 Security Strip Installation Instructions for further information.

As a videocassette is inserted into the slot, a sensor is blocked. A signal is sent to the processor and the patron screen changes. If the videocassette is fully inserted, a second sensor at the rear of the slot is blocked. If the tape is not fully inserted, an error message appears on the screen. When the videocassette is properly in place, the bar code is directly under the bar code scanner. The bar code number is sent to the processor and then to the circulation system. When the video has been checked in or checked out on the circulation system, the patron is instructed to remove the videocassette, sensitizing or desensitizing the strip.

Receipt Printer

The receipt printer, mounted inside the SelfCheck system, is a thermal printer that does not require toner or ribbons. Patrons may receive a receipt upon checking out library items. You may configure the information on receipts through the SelfCheck Manager software.

As an additional cost option, the receipt printer can be equipped with a paper cutter that detaches receipts from the paper roll.

Multiple Book Detectors

Multiple book detectors (MBD) help prevent patrons from checking out and desensitizing materials without recording the transaction in the automated circulation system (ACS). The MBD sensors prevent patrons from desensitizing more than one item at a time.

If more than one sensitized strip is detected, the system displays an error message, interrupting the loan process.

Desensitizer

The desensitizer contains electronics housed beneath the book cradle on the SelfCheck system that desensitize and re-sensitize Security Strips. When a book is approved for checkout by the circulation system, the detection strip in the book is desensitized. The SelfCheck system is designed to prevent patrons from checking out more than one item on the same item bar code using the Multiple Book Detector (MBD).

Network Interface Card

The network interface card allows you to connect your SelfCheck system to the library's local area network (LAN). Your SelfCheck system may communicate with the library's circulation through the LAN.

Digital Identification (Model 7210 only)

The 3M™ SelfCheck™ System Model 7210 has digital identification capabilities that allow the SelfCheck system to recognize Digital ID™ tags through Radio Frequency Identification (RFID). Digital ID tags are placed within the library material. Each tag is encoded with item identification information using 3M™ Digital Identification equipment. The SelfCheck system uses the information contained on the Digital ID tag to properly check materials out to the patron. For more information about RFID technology and Digital ID tags, refer to www.3M.com/library.

Communication

This system sends and receives information from the automated circulation system (ACS). This information is exchanged in a manner consistent with 3M's Standard Interface Protocol (SIP-1 or SIP-2).

This system also communicates with patrons by identifying the patron's ID and leading them through the process of checking out materials. The SelfCheck™ System displays correction instructions to help the patron solve problems. If this fails, the system instructs the patron to ask for help at the circulation desk.

Bar Codes

Bad or Unreadable Bar Codes

When the scanner tries to read a bar code that is not configured on the system, or if the bar code is unreadable (damaged or incomplete), an error screen appears and the patron is instructed to seek help at the front desk.

Bar Code Formats

The SelfCheck system identifies library cards and library materials by reading bar codes on the items. Several bar code formats have been developed. The SelfCheck system is pre-programmed to read the following bar code formats:

- Codabar
- Code 39
- Plessey
- Telepin Alphanumeric
- Code 128
- EAN-13
- UPC-A

If your library uses a bar code format not included by default with the SelfCheck software, you may specify a bar code format to replace one of the bar code formats listed above.

Bar Code Placement

Consistent bar code placement on library materials is necessary for easy and consistent patron use. If the bar code placement on library materials varies, the system must be set up in the center scanning configuration.

Starting the SelfCheck™ System

1 Turn **ON** the power switch on the back of the SelfCheck™ System.

2 Log in using your designated password if required. The system automatically starts the SelfCheck system program.

Shutting down the SelfCheck System

Press ****316#** on the keypad and wait for the screen message indicating it's safe to turn the system off, then turn **OFF** the power switch on the back of the system.

To shut down the SelfCheck system while the SelfCheck program is **NOT** running, use the mouse to click **Shut Down** in the Windows™ **Start** menu.

Starting the SelfCheck™ Manager Software

Use the following steps to start the SelfCheck Manager software:

If the keyboard is not plugged into the SelfCheck system, start at step **1**. If the keyboard is already plugged in and the SelfCheck system is running, start at step **6**.

1 Press ****316#** to shut down the SelfCheck system.

2 Turn **OFF** the power switch on the back of the SelfCheck system.

3 Open the right side panel on the SelfCheck system.

4 Plug the keyboard into the keyboard into the keyboard port.

5 Turn **ON** the power switch on the back of the SelfCheck system. The SelfCheck program starts.

6 Press the **Esc** key on the keyboard when the clock appears on the SelfCheck system screen. The Windows™ desktop appears on the screen.

7 Double-click the **SelfCheck Manager** icon on the Windows™ desktop. This starts the SelfCheck™ Manager software.

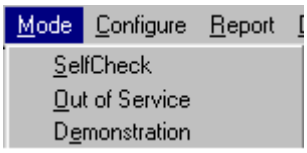
SelfCheck™ Manager icon

SelfCheck™ Manager Procedures

This section contains common procedures for configuring and adjusting the SelfCheck Manager.

Mode Procedures

Use the following procedures to set the SelfCheck system in different modes of operation:



Mode menu

SelfCheck Mode

Select **SelfCheck** from the **Modes** menu. This starts the SelfCheck program while leaving the SelfCheck Manager active. You can use this to observe changes to the SelfCheck program while adjusting the configuration. Pressing the escape key (**Esc**) on the keyboard will to return the system to the SelfCheck Manager.

Out of Service Mode

Select **Out of Service** from the **Modes** menu. This sets the SelfCheck system in the **Out of service** mode and shows the out of service graphic on the screen. When the **Out of Service** graphic is displayed, pressing the escape key (Esc) on the keyboard will to return the system to the SelfCheck Manager.

Demonstration Mode

Select **Demonstration** from the **Modes** menu. Putting the SelfCheck system in the **Demonstration** mode allows check out of items for training or demonstration purposes. While in the demonstration mode the SelfCheck system does not communicate with any other system.

SelfCheck System Use: Check-in, Check Out, or Patron Selectable

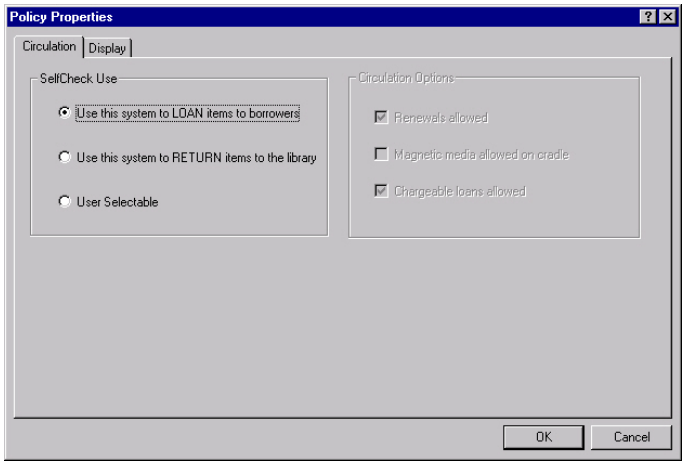
The SelfCheck system is used to check-in or checkout library items. The SelfCheck system may be set to allow the patron to choose check-in or checkout, or it may be set for check-in or checkout only.

1 Click **Policy** from the **Configure** menu.

2 Click the **Circulation** tab on the **Policy Properties** window.

3 Click the button next to the desired mode.

4 Click **OK**.



Policy Properties window - Circulation tab

Display Procedures

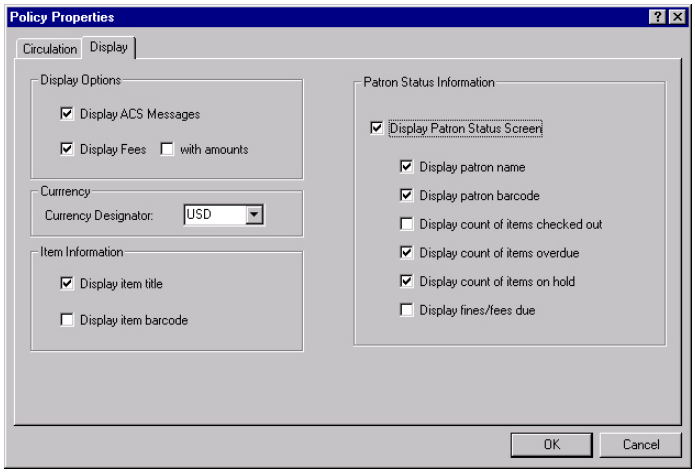
Setting Display Properties

Display properties enable the presentation of patron information. Information can include automated circulation system (ACS) messages, fines, fees, item name and bar code, and patron identification and patron record information.

1 Click **Policy** from the **Configure** menu.

2 Click the **Display** tab.

3 Click to select the box for each item that should be displayed to the patron.



Policy Properties window - Display tab

Editing Message Screens

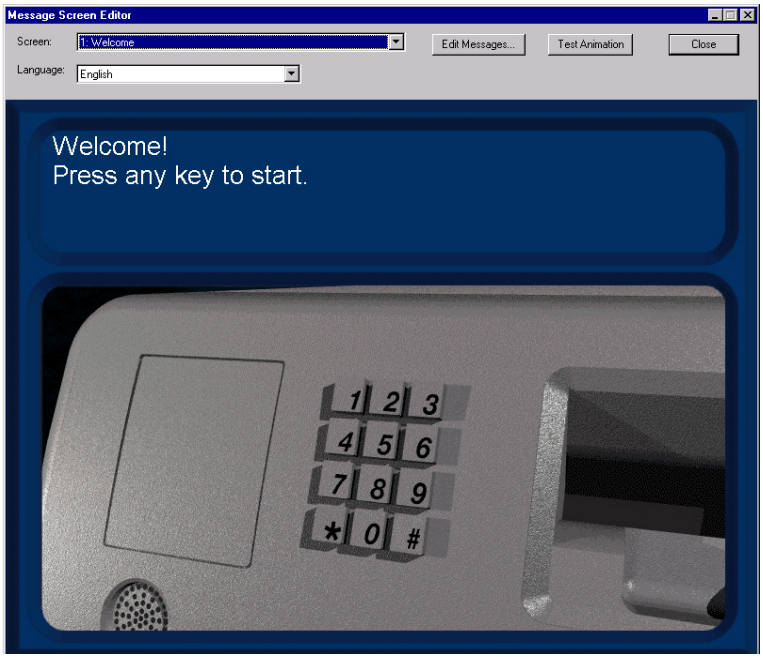
This procedure details how to change the text on the screens the library patron sees.

1. Click **Messages** in the **Configure** menu.

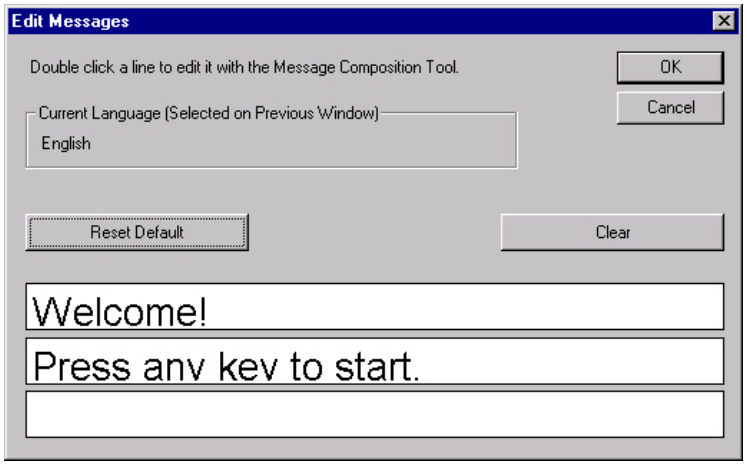
2. Select a **Screen** and, if necessary, a **Language** from the drop-down menus.

3. Click **Edit Messages…**. The **Edit Messages** window appears.

4. Double-click the line of text you want to edit in the **Edit Messages** window. The line of text is then loaded into the **Message Composition Tool**.



Message Screen Editor window



Edit Messages window

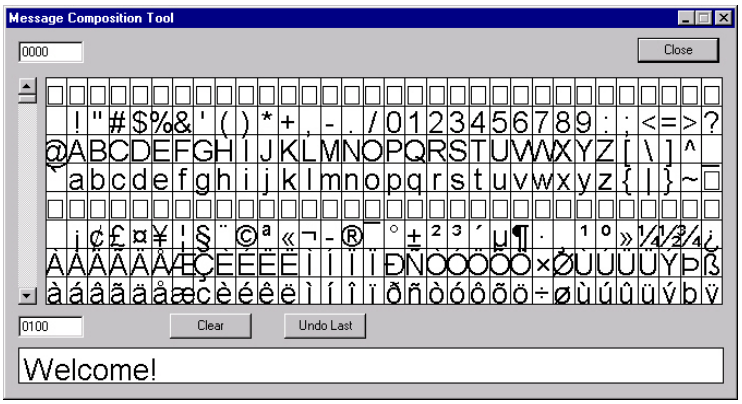
Editing Text with the Message Composition Tool

If your operating system version is English and the message text you are editing is English then you may use your keyboard to type a line of text.

If the text of the message is in a language other than English, you can double-click characters, including spaces, in the character matrix to add to the message line below. You can also drag a character from the character matrix to the message field.

Click the **Clear** button to delete the text in the message field at the bottom of the window. Click **Undo Last** to delete the final character of the line of text.

To move text from the **Message Composition Tool** to the **Edit Messages** window, drag the text while holding down the control key on your keyboard.



Message Composition Tool window

Dragging Text

Use the following steps to create and drag lines of text:

1 Move the **Message Composition Tool** window to the right to show the **Edit Messages** window.

2 Move the cursor over the text in the bottom field of the **Message Composition Tool** window that you want to drag.

3 Press and hold down the **Ctrl** key on your keyboard.

4 Press and hold down the left mouse button.

5 Move the cursor to the field in the **Edit Messages** window where you want the text to appear. The text is dragged along with the cursor. The fields in the **Edit Messages** window correspond to lines of text displayed to the patron.

6 Release the mouse button and the **Ctrl** key. This places the text in the field. Any text that appeared in the field before is overwritten.

7 Continue editing and dragging text using the procedures on this page until your message is complete.

8 Click **OK** in the **Edit Messages** window when complete.

9 Click **Close** in the **Message Screen Editor** window.

SelfCheck™ System Statistics Viewer Procedures

The SelfCheck™ System Statistics Viewer allows you to view patron and item data generated by the SelfCheck system. The data is automatically stored in a database that the Statistics Viewer accesses. The Statistics Viewer also allows you to print and export reports and graphs.

Item Statistics Definitions

The following list of definitions describes the valid values for each item statistic. Examples of item statistics screens appear on the right.

Issued

The number of items that have been successfully checked out.

Renewed

The number of items that have been successfully renewed.

Returned

The number of items that have been successfully checked in.

Illegible

The number of item identifiers that could not be read. This can be caused by improper placement of the item, a bad barcode or no identifier on the item.

Issued Refused

The number of items refused for checkout by the circulation system.

Returned Refused

The number of items refused for renewal by the circulation system.

3M™ SelfCheck™

Item By Hour of The Day

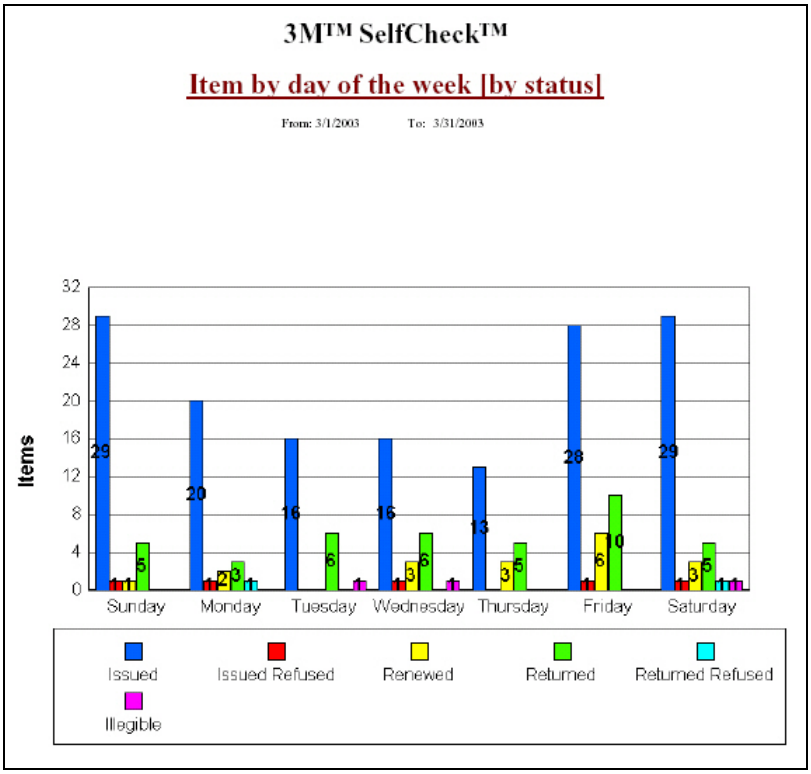
From: 3/1/2003 To: 3/31/2003

	Illegible	Issued	Issued Refused	Renewed	Returned
8:00	0	11	0	1	1
9:00	0	19	0	4	0
10:00	0	13	1	0	8
11:00	0	12	0	0	4
12:00	1	13	0	1	4
13:00	0	7	1	0	1
14:00	0	35	1	2	3
15:00	0	13	0	5	4
16:00	0	10	0	0	0
17:00	2	1	0	0	1
18:00	0	8	2	5	5
19:00	0	9	0	0	4
20:00	0	0	0	0	5
Total	3	151	5	18	40

Generated on: 3/21/2003

Copyright @2002 3M IPC

Items by hour of the day report



Items by day of the week [by status] graph

The following list of definitions describes the valid values for each patron statistic. Examples of patron statistics screens appear on the right.

OK

The number of patrons that have been successfully validated by the SelfCheck system via the circulation system.

Refused

The number of patrons that were refused service due to the following:

- Patron previously blocked by SelfCheck system.
- Patron is on blocked patron list during Off-line processing.
- Patron refused by circulation system.

Illegible

The number of patron cards that could not be read by the SelfCheck system.

Disabled

The number of patrons that the SelfCheck has requested blocked due to suspicious activity or a walk away condition.

3M™ SelfCheck™

Patron by day of the week

From: 3/1/2003 To: 3/31/2003

	Disabled	Illegible	OK	Refused	Total
Sunday	1	1	13	0	15
Monday	0	1	16	1	18
Tuesday	1	0	17	0	18
Wednesday	0	1	16	1	18
Thursday	1	1	11	0	13
Friday	0	0	16	0	16
Saturday	1	0	18	2	21
Total	4	4	107	4	119

Generated on: 3/21/2003

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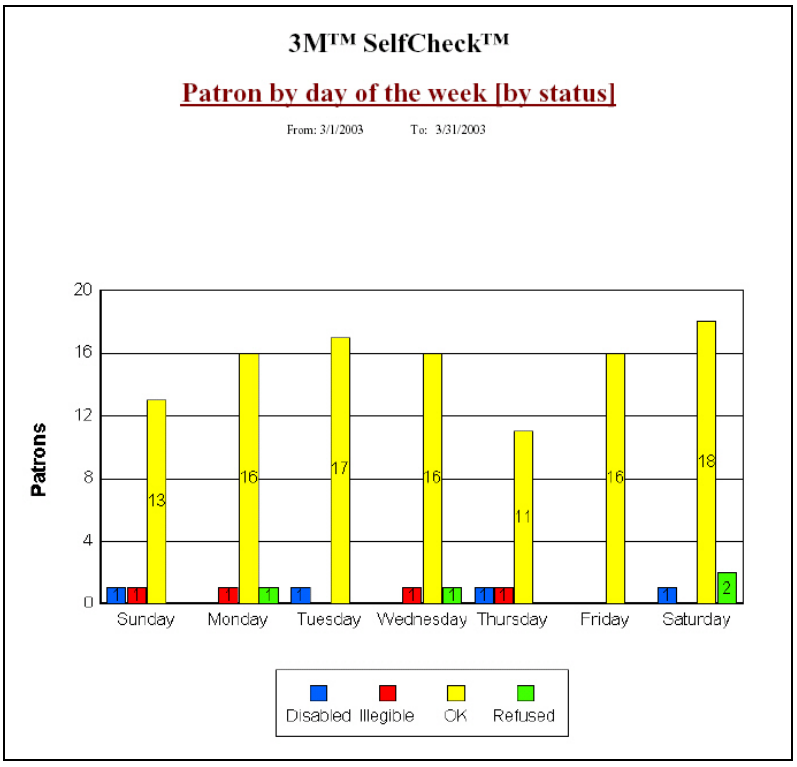
Patron by day of the week report



Patron by day of the week [by status] graph

Viewing Patron and Item Data

Use the following steps to view patron and item data through the SelfCheck Statistics Viewer:

1 Click Start>Programs>3M SelfCheck SelfCheck Statistics>

Statistics Viewer.

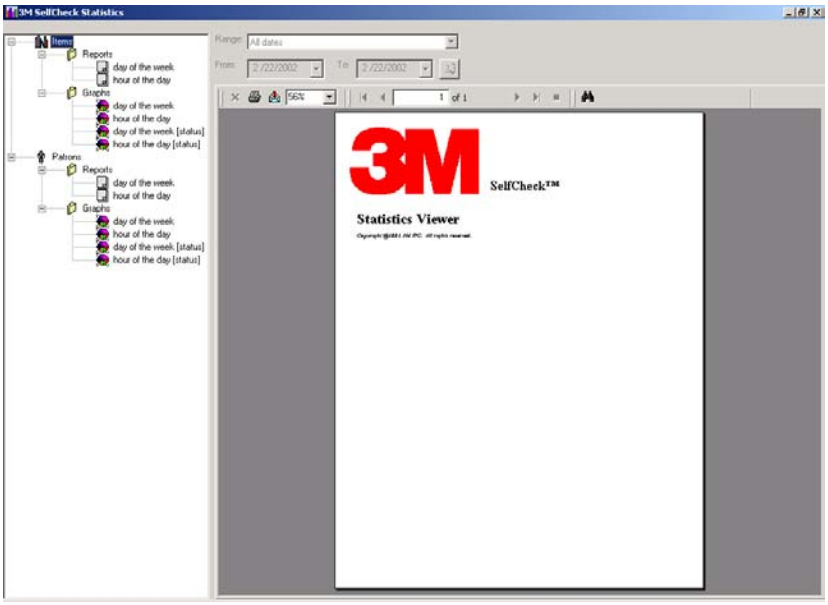
- The **3M SelfCheck™ Statistics** window appears.

2 In the left pane of the **3M SelfCheck™ Statistics** window, click the report or graph you wish to view. Click the **+** symbol in front of **Items** or **Patrons** to view their subfolders, and see the list of reports/graphs that are available. Click on the name of a report and their subfolders to view their contents.

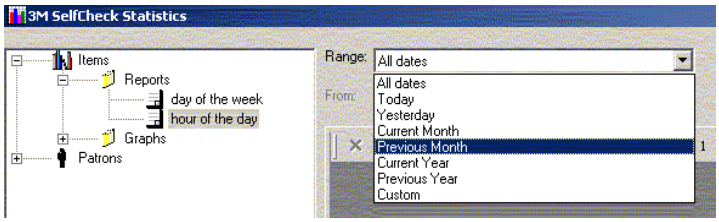
- The report or graph appears in the right pane.

3 Click the drop-down menu in the **Range** field to select the desired date range option from the list. The default selection is **Today**.

Continued on next page…



3M SelfCheck™ Statistics window



Range options

4 If you wish to specify a custom date range, use the following steps:

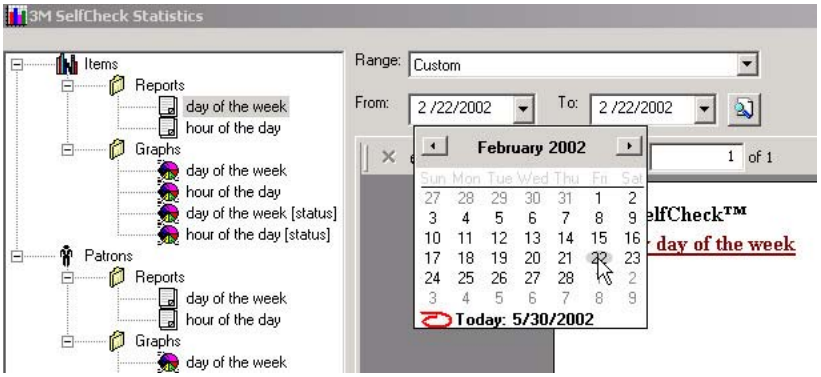
   a Click the drop-down menu in the **Range** field and choose **Custom**.

   b Click the drop-down menu in the **From** field and then click the desired start date on the calendar.

   c Click the drop-down menu in the **To** field and then click the desired end date on the calendar.

- Use the side arrows to change the month on the calendar.

5 Click the icon to the right of the **To** field. This updates the report or graph displayed below to the selected custom date range.



Range Calendar drop-down menu

Searching for Data in Reports or Graphs

Use the search feature to search for text in a report or a graph. The search feature only searches one report or graph at a time.

1 Select the report or graph you wish to search in the left pane of the main window.

2 Click in the **3M SelfCheck Statistics** window.

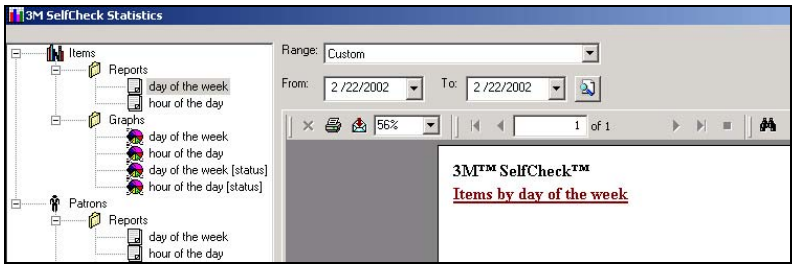
- The **Search** window appears.

3 Type the text you wish to find in the **Find what** field, and then click **Find Next**.

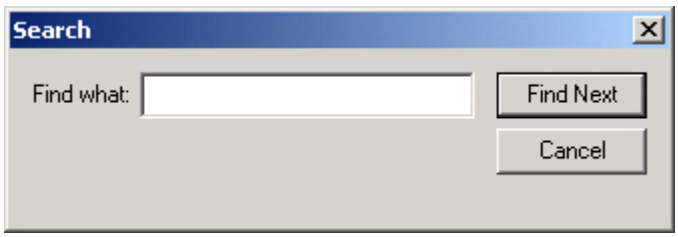
- If the text is found, it will be highlighted in the report or graph being searched.

4 Click **Find Next** to find the next occurrence of the text in the report or graph.

5 When you are finished searching, click **Cancel** in the **Search** window.



3M SelfCheck Statistics window



Search window

Printing Reports and Graphs

Use the following steps to print a report or graph on a printer connected to the SelfCheck™ System, or connected to a computer with the SelfCheck™ Manager software installed:

6 Click the desired report or graph to be printed from the left side of the screen.

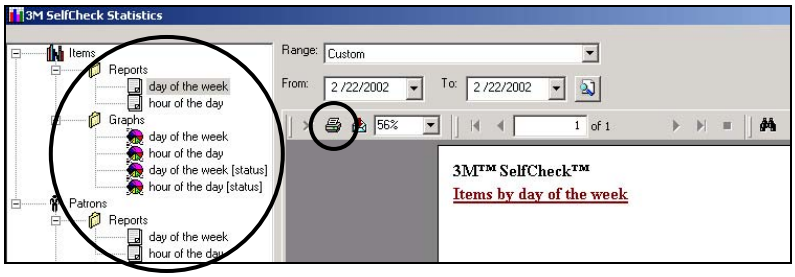
7 Click .

- The **Printer Setup** window appears. The Current Printer indicates where the report or graph is printed.

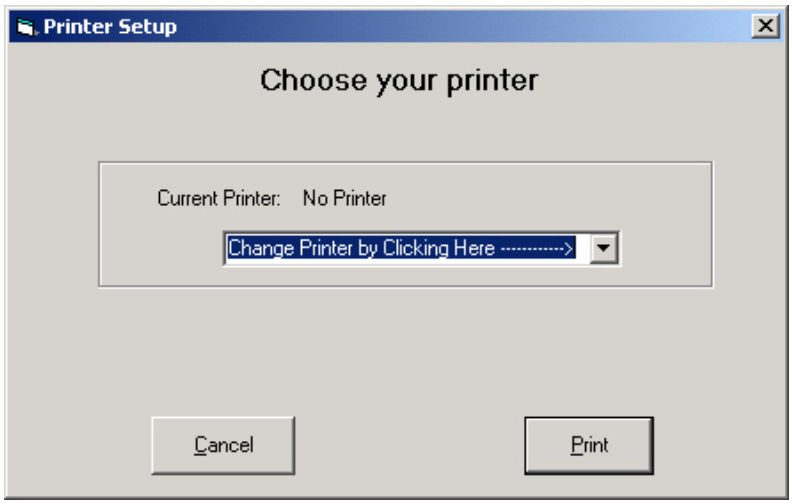
8 Click the drop-down menu in the **Change Printer by Clicking Here** field to select a printer if necessary. Check the printer to be sure that the printer you select is capable of printing using 8.5 inch x11 inch paper.

9 Click **Print**.

- The report or graph should print on the selected printer.



3M SelfCheck Statistics window – Steps 1 and 2



Printer Setup window

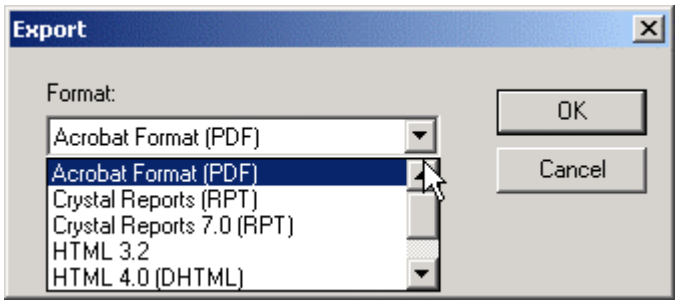
Exporting Reports and Graphs

Use the following steps to export reports and graphs to an alternative file format:

1 Click the desired report or graph to be printed from the left side of the screen.

2 Click .

- The **Export** window appears.



The Export window

Continued on next page…

3 Click the drop-down menu in the **Format** field in the **Export** window and select from the following export file formats:

- Adobe Acrobat (.PDF)
- Character-separated values
- Comma-separated values
- Crystal Reports (.RPT)
- Data Interchange Format
- Excel
- HTML
- DHTML
- Lotus 1-2-3
- ODBC
- Paginated Text
- Record Style
- Report Definition
- Rich Text (.RTF)
- Tab-separated text
- Tab-separated values
- Text
- Word for Windows
- XML

4 Click **OK**.

- The **Export Options** window displays.

5 Select the **Page Range** to be exported. You may choose to export **All** pages, or only subset of the pages in the graph or report.

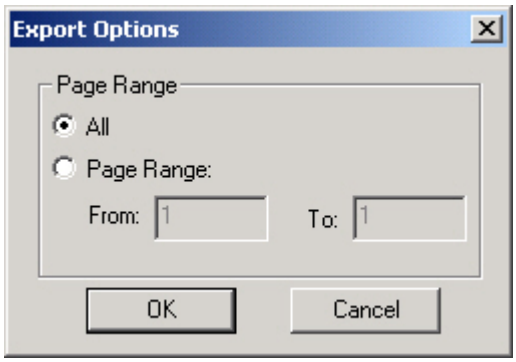
6 Click **OK**.

7 Click the drop-down menu in the **Save in** field to select the destination directory for the exported file.

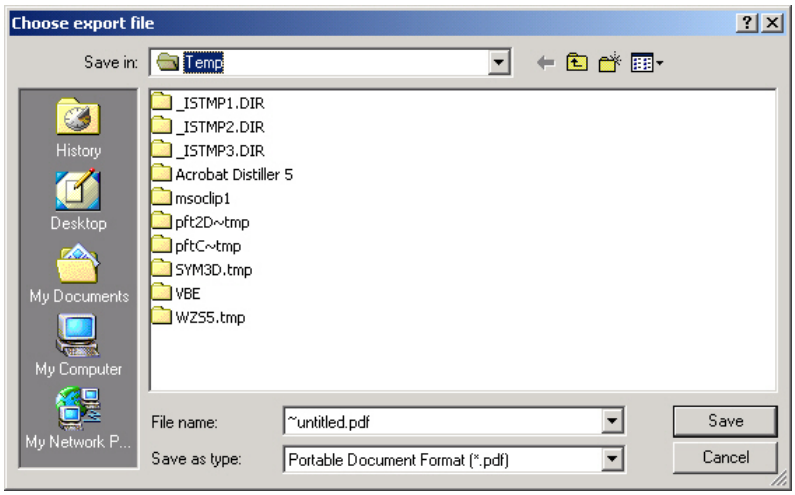
8 Type a name for the file in the File name field. You may wish to use the date range and data type for the file name. For example:
Items by hour 0221_0228.pdf

9 Click **Save**.

10 Check the file in the directory you selected to ensure that the export was successful.



Export Options window

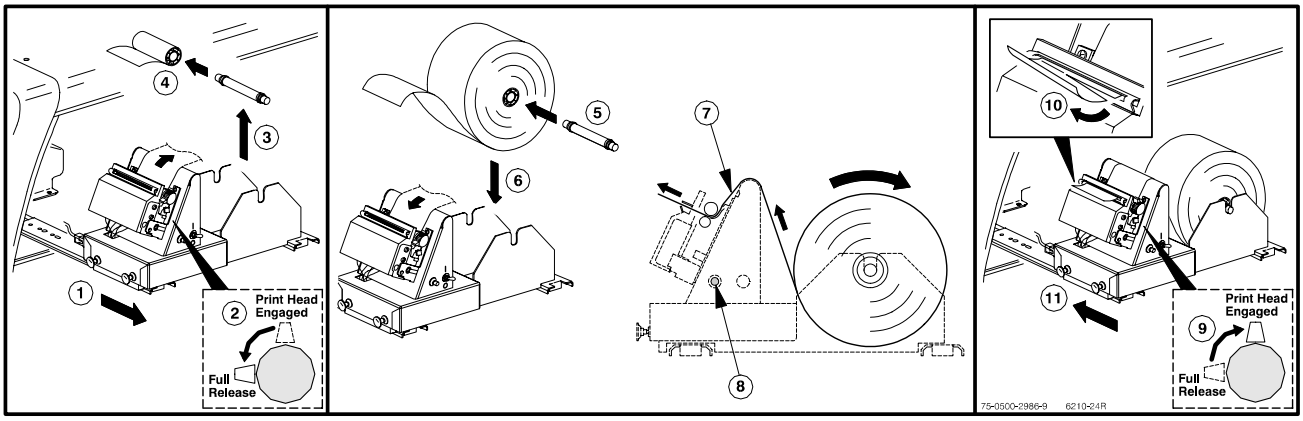


Choose export file window

Replace the Printer Paper

When the printer paper runs out, use the following steps to replace it with a new roll of paper:

To order printer paper rolls, refer to "Obtaining Service and Supplies" in this guide.



1. Shut down the SelfCheck™ System (refer to "Shutting down the SelfCheck System" in this guide).
2. Open the right side panel of the SelfCheck system.
3. Slide the printer assembly out of the model 6210 chassis.
4. Locate the print head lever and move the lever from the *Engaged* position to the *Full Release* position.
5. Lift the empty paper roll and roll pin out of the printer assembly.
6. Remove the paper roll from the roll pin.
7. Place a new paper roll on the roll pin.
8. Place the paper roll and roll pin on the printer assembly with the tag end of the paper coming off the bottom of the paper roll.
9. Feed the leading end of the paper roll into the printer assembly. Be sure the end of the paper roll is not ragged or it will not feed properly.
10. Press the line feed button on the side of the printer assembly until the paper feeds completely through the print head area of the printer.
11. Move the print head lever from the *Full Release* position to the *Engaged* position.
12. Tear off any excess paper.
13. Slide the printer assembly back into the 6210 chassis.
14. Close the side panel.

Clean the Proximity Sensor Cavities

The SelfCheck™ System program uses proximity sensors installed in the book cradle to determine when a book has been placed on the cradle. If the proximity sensor cavities become blocked with dirt and debris, the proximity sensors may not work properly. Clean the proximity sensor cavities as needed.

To clean these cavities:

1 Press ****316#** on the keyboard and wait for the screen message indicating it's safe to turn the system off, then turn **OFF** the power switch on the back of the system.

To shut down the SelfCheck system while the SelfCheck program is **NOT** running, click **Shut Down** in the Windows™ **Start** menu.

2 Dampen a cloth with water or a mild cleaning solution.

3 Gently wipe the dirt and debris away from the proximity sensor cavities.

Clean the Housing

The exterior housing of the SelfCheck system will be dirty with normal use and may require cleaning. To clean the housing, dampen a soft cloth with water or mild cleaning solution and gently wipe away dirt from the affected areas.

Clean the Monitor

Press ****316#** on the keyboard and wait for the screen message indicating it's safe to turn the system off, then turn **OFF** the power switch on the back of the system.

To shut down the SelfCheck system while the SelfCheck program is **NOT** running, click **Shut Down** in the Windows™ **Start** menu.

Use care when cleaning the SelfCheck system monitor.

Use pre-moistened towelettes that are sold specifically for monitor cleaning. If these are not available, you can use a non-solvent based cleaner to dampen a soft cloth but use it very sparingly.

Frequently Asked Questions and Troubleshooting

Use the following procedures to perform basic troubleshooting tasks on the SelfCheck™ System:

How do I increase or decrease the volume of happy/sad tones?

The volume control knob is located behind the door in the front center of the machine. Turn clockwise to increase the volume and counter-clockwise to decrease the volume.

SelfCheck System is not Responding

Possible cause	Solutions
No AC power.	**1** Make sure the outlet being used is not operated from a wall switch or other control device. **2** Check to see if any other machine or appliance using the same outlet is working or not. **3** If the outlet is dead, have a qualified technician check the circuit breaker or fuse box.
There is a computer problem with the system.	In the U.S., call 3M Technical Support at 1-800-328-0067. Outside the U.S., call your local 3M office. Refer to "Obtaining Service and Supplies" in this guide.

Scanner Problems

If the scanner is functioning properly, the bar code on the item being scanned may be faded or dirty. Try an item with a clean, good quality bar code.

Message Issues

When changing text in a receipt or in a screen, press and hold the **Ctrl** key on the keyboard, then press and **hold** the **left** mouse button to drag the text to the desired location.

If a language other than English is selected, the text on the top part of the Message Screen Editor window may be incorrect. You may need to go to the drop-down menu and select the desired language.

Screen does not change after a book is removed from the cradle

Problem: The item sensors do not change states when the book is removed.

Solution: Too much light may be shining on the SelfCheck system cradle. Reduce the light shining on the SelfCheck system cradle.

Patron Error Messages

The messages below occasionally display to a patron using the SelfCheck™ System.

“A system error has occurred - please advise library staff"

“You cannot borrow this item. Please take it to the desk"

“You cannot renew this item. Please take it to the desk"

“CARD HAS BEEN DISABLED Please take your card to the desk"

“Item removed before loan complete"

“Cannot proceed with this loan"

“You took too long to enter your PIN"

“Printer Problem - contact library staff"

“Please remove your card"

“Please remove your card to continue"

“Please take your card to the desk"

“Please take this item to the desk"

“Please try again"

“Unknown bar code"

“Unable to read card try again" (Bar Code Scanner)

“Unable to read card try again" (Magnetic Card Reader)

Printer Problems

If the printer is not printing receipts, make sure that the printer's power switch is on, and that the printer paper is loaded and properly aligned.

Patron screen display information is inadequate

Make sure the desired patron information is selected on the Policy/Display setup screen.

Obtaining Service and Supplies

Printer Paper and other Supplies

To order printer paper and other supplies in the U.S., call 1-800-328-0067, option 2. Outside of the U.S., call your local 3M office. The following supplies are recommended:

Thermal Printer Paper

Part number	78-8121-0609-0 **(Case of 16 rolls)**
Width	3 inches [76 mm]
Diameter	6 inches [152 mm]
Length	650 feet [198 m]

If you order the part number 78-8121-0609-0, you will receive a case of 16 - 650 foot (198 m) rolls of printer paper.

Contacting Support

To contact 3M to request a service call, installation, software support, or to provide Service Agreement information, in the U.S. call 1-800-328-0067, option 1. Outside of the U.S., contact your local 3M office.

3M Library Systems Website

The 3M Library Systems Web site – www.3M.com/library

For additional information, refer to www.3m.com/library and select the link under "Product Literature and Related Information" at the bottom of the page. This directs you to a documentation links page containing a link for "SelfCheck Systems" where applicable documents are located.

List of Machines and Serial Numbers

Machine Number (assigned by library)	Model Number	Serial Number	Troubleshooting Log